

25X1A9a

Security Information

OFFICE OF RESEARCH AND REPORTS

Staff Meeting Notes

(Meeting held at 1430 hours on 11 March 1953, 2125 "M" Building)

Subject

Discussion

Action

Diary Items

Mr. Guthe pointed out that items submitted to OAD/RR for the Diary should be factual and should not include recommendations or other comments that might have policy implications.

Divisions Chiefs to caution analysts and review items submitted for their Divisions.

Estimates File

Mr. Guthe mentioned that contributions to the Estimates File maintained by A/A have been lagging. He also pointed out that there is increasing need for comparable figures on production inventories and use for the Western World. [redacted] reported that a revision of current procedures to facilitate support of the Estimates File is under consideration and will probably be announced soon.

Division Chiefs to remind analysts to furnish up-to-date information for Estimates File.

Clerical Status

[redacted] reported that 61 clerks, clerk-typists, clerk-stenos, secretaries, etc. entered on duty in ORR within the past seven months, but that resignations, reassignments, etc., have cut the net gain down to only three or four clericals. ORR has 61 clerical vacancies at present, 49 of which are encumbered. [redacted] also pointed out the difficulties of establishing priorities for assignment of new clericals coming in and asked that Division Chiefs have their Administrative Assistants report weekly to St/A on the workload for the following week as an aid to determining priorities for clerical assignment.

Divisions to keep St/A informed on workload, priority projects, etc. as aid to establishing priorities for assignment of new clericals.

Called and [unclear] for many [unclear] as [unclear] each an [unclear] on [unclear] this.
Information. [redacted] to 25X1A9a request desired outline.

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NO CHANGE IN CLASS. ☐
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AUTH: HR 720007
REVIEWER: 372044

Subject

Discussion

Action

ORR Research Program Review

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Mr. Guthe announced the formation of a Project Control Committee to review the ORR Research Program and recommend necessary adjustments. [REDACTED] Chief, St/PC, will serve as Chairman, [REDACTED] will sit as an ex officio member, and [REDACTED] will serve as a member during the period of this review. Representatives of the various Economic Divisions and Branches will serve as members of the Committee during the period when their own program is under review, and a representative of D/Z will be present when they have related interests. Review of the Program by this Committee will be for the purpose of revising man-hours allocated to individual projects, moving deadlines to next quarter as required, and other clearly needed adjustments. Office-wide projects are to be included in this review. The adjusted Economic Research Program developed by this Committee will be referred to a Program Review Board for approval.

Information.

[REDACTED] to schedule meeting to review Program

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This same Project Control Committee, with the exception that the representative from the Planning and Review Staff will change depending on the project under consideration, will, in addition to the project review function, also have a project initiation function. It should be standard procedure at the earliest possible moment during the consideration of a project not included in the Research Program to have a meeting of the Project Control Committee so that representatives of the Divisions involved can participate in the development of an outline and the allocation of responsibility.

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Information.

Security

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[REDACTED] that there had been three security violations in ORR within the past 48 hours. He pointed out that all personnel working overtime should be urged to try to get a second check on their safes and that special care should be given to rooms in which workmen had interrupted the routine.

Information.

Daily Time Sheets

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[REDACTED] indicated some concern over the fact that Divisions are being asked for information for which provision was not made on the Time Sheet forms. Consideration is being given to improvement in the sheets, based on experience to date.

Deputy Chief, St/PC, to contact Divisions on needed revisions in Time Sheets.

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